

MONTANA CHEMICAL DEPENDENCY CENTER

POLICY AND PROCEDURE MANUAL

Policy Subject: Safety/Maintenance Inspections	
Policy Number: STP 10	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 3

PURPOSE: To assure a safe living and working environment for patients and staff.

POLICY: The Safety Officer will conduct Inspections every six months to note any safety or maintenance issues.

PROCEDURE:

I. The Safety Officer will inspect all floors of the facility. The inspection will consist of a walk through of all rooms, hallways, stairwells, offices, cafeteria, auditorium and other areas that are used by staff or patients.

A. After the inspection the Safety Officer will fill out an Inspection Report covering the following items.

B. Floors - free of oil/water, free of debris, flooring is secure, proper signing of wet floors, and rugs/mats are non-slip, free of obstructions.

C. Stairwells - free of obstructions, flooring secure, free of oil/water, handrails secure/free of sharp edges, adequate lighting.

II. Work Areas - clean and orderly, materials stored in a secure manner, shelves not overloaded, proper lighting/ventilation, safety equipment readily accessible, no piles of debris or stored materials.

A. Tripping Hazards - ensure floor surfaces are secure. Carpet, rugs, mats in good condition.

B. Proper Storage - stored items are secure and do not present a safety/fire hazard, or leaning piles.

C. Waste Disposal - garbage disposed in a proper/timely manner, garbage is not stacked or piled.

D. Hazardous Material - properly labeled, properly stored and disposed of. Safety equipment's readily accessible, proper disposal of needles/syringes.

E. Fire Safety - extinguishers are regularly checked/tagged, fully charged and easily accessible.

F. Flammable - in proper containers and labeled. No accumulation of combustible materials, boxes, rags, etc. Storage in appropriate cabinets.

G. Designated smoking/non-smoking areas - properly identified, adequate ashtrays, and no fire hazards.

H. Fire Exits - clearly marked, no obstructions, exit lights in working order, fire doors in working order, evacuation routes posted.

I. Oxygen tanks - properly labeled, securely fastened, stored in appropriate locations.

J. Electrical cords - not frayed, no exposed wires, properly grounded, prongs in good shape, correct rating and not a tripping hazard.

III. Also on a weekly basis all equipment and electrical cords on the treatment floors are checked to assure that they are in good working condition. A check list is completed and submitted to the safety

IV. officer where they are maintained in a ledger. If a problem is apparent the item is removed from the floor and given to the safety officer to be repaired or disposed of.

A. Wall receptacles, light switches - face plate in

B. safe condition.

C. Appliances - safe operating condition, grounded properly.

D. Electrical panels - are accessible and closed.

E. Windows - not broken, cracked, missing or loose panes, need replaced.

F. Ceilings - no loose, broken or missing tiles, no peeling paint, plaster, cracks, water spots. Light fixtures securely fastened.

G. Doors - open/close safely, does not stick, hinges screws are tight.

1. Work orders will be completed for any safety or maintenance deficiency and be submitted to the maintenance department.

2. The pink copy of the work order will be retained and filed by the Safety Officer.

3. The Safety Officer will check to assure that assigned personnel have corrected

4. The original report will be retained and filed in the Safety Manual.
5. A copy of the report will be submitted to the Maintenance Supervisor.

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Name	Title	Date

3